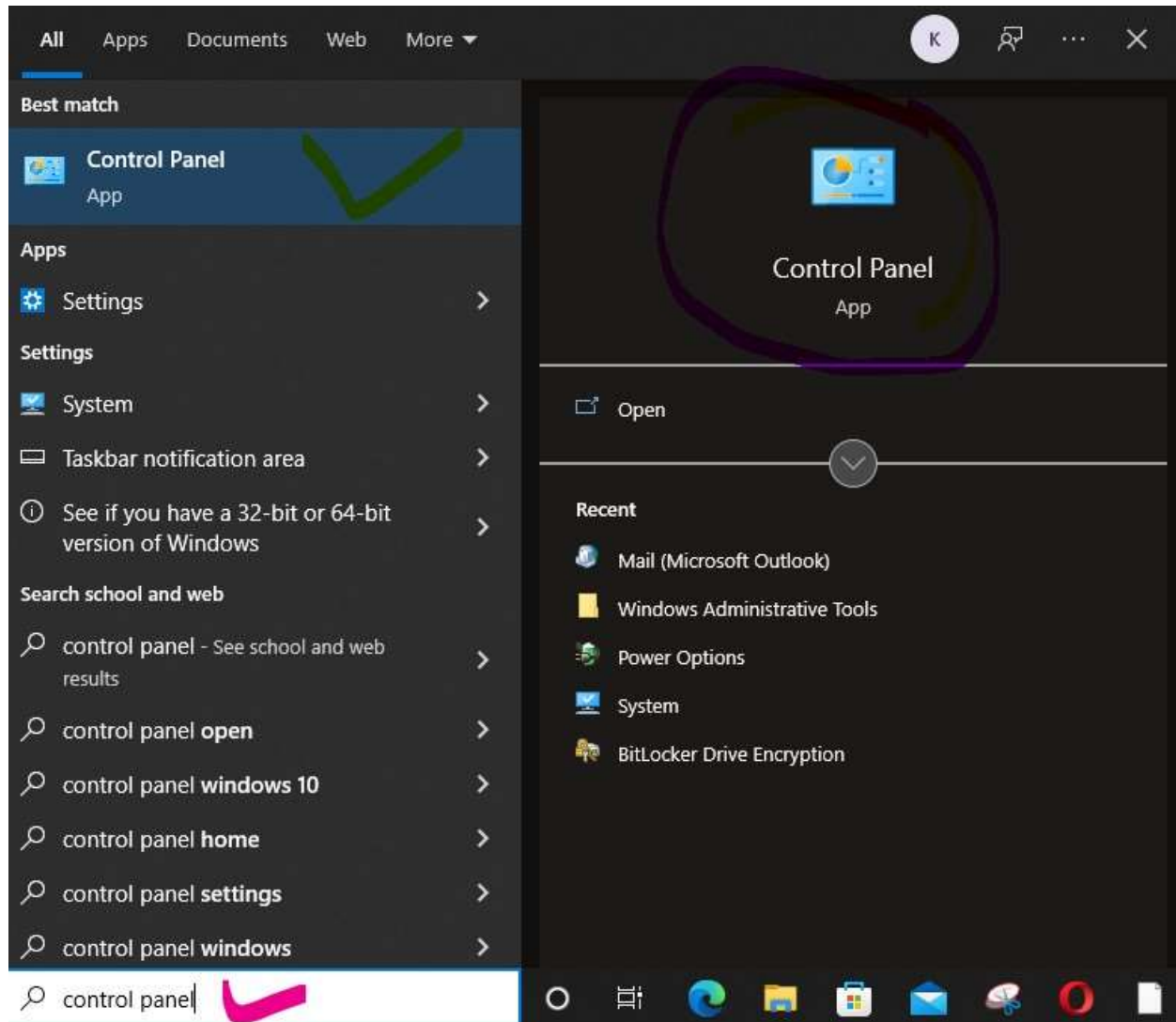
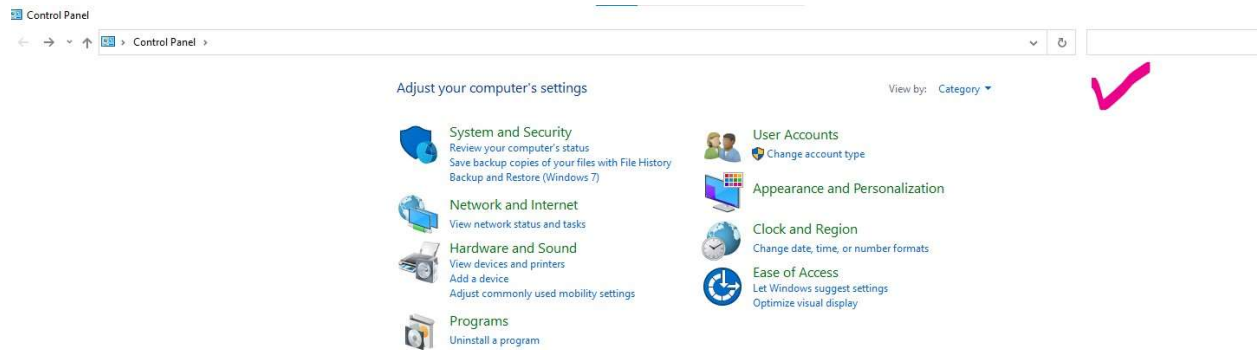


How to Setup Outlook using IMAP

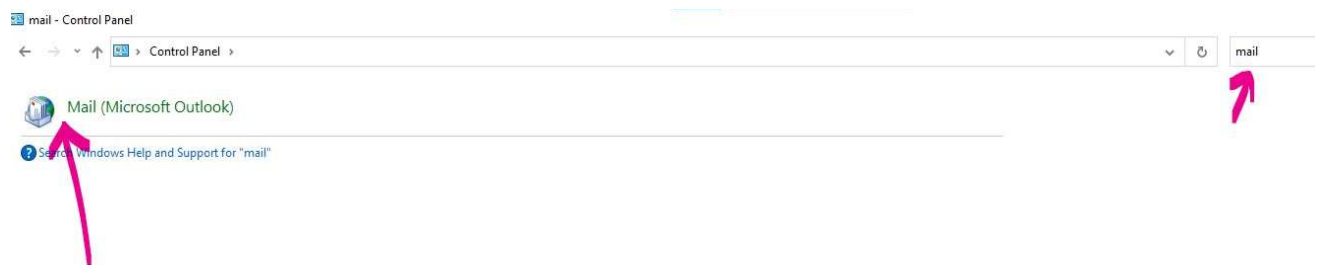
1. Search for **Control Panel** in your **search** area in the **TASK BAR** and **click to open Control Panel**



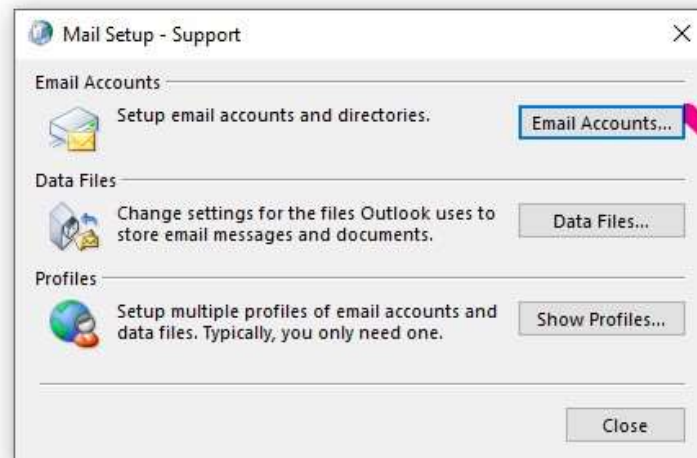
2. The following **control panel** windows open with a **SEARCH** box on the **right top corner**



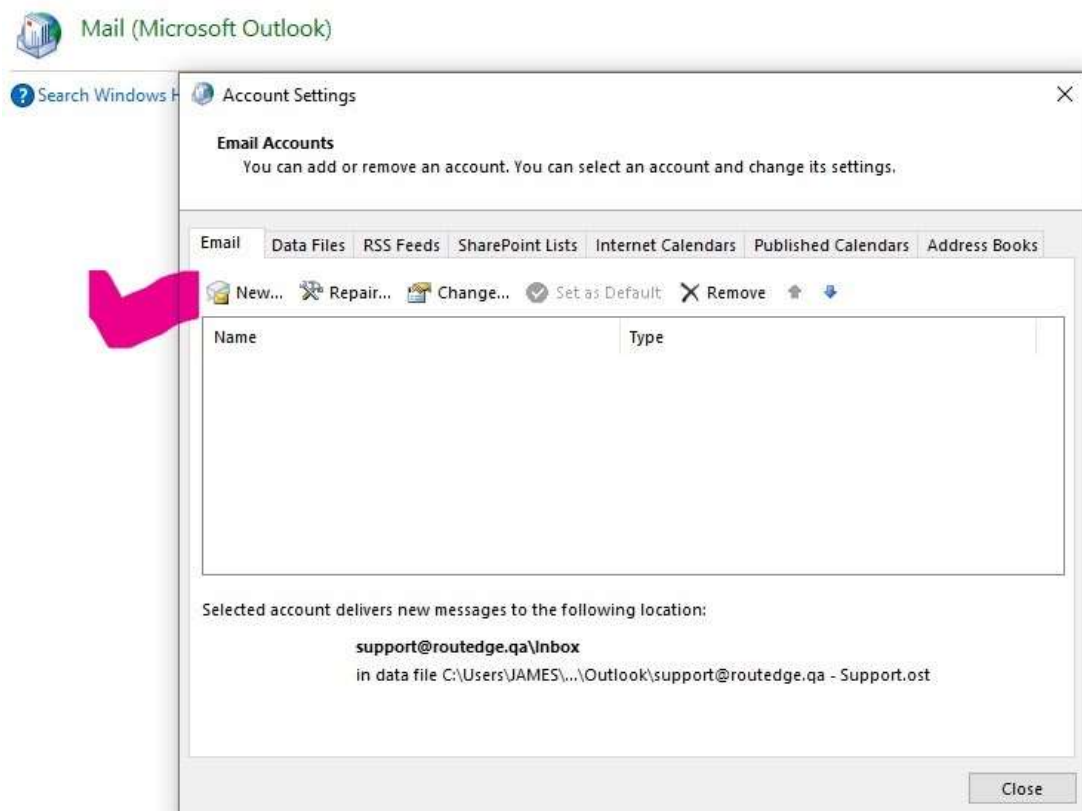
3. Type "**mail**" in the task bar and you will get a Microsoft Outlook **Mail button**



4. Click on the **Mail button** and Mail setup Windows open, click on **Email Accounts**



5. Email Accounts Window opens and click “New” to add a new email account



6. Auto account setup windows opens and choose the down below option, **Manual Setup**

Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

☒ **Email Account**

Your Name:
Example: Ellen Adams

Email Address:
Example: ellen@contoso.com

Password:

Retype Password:
Type the password your Internet service provider has given you.

☐ **Manual setup or additional server types**

< Back Next > Cancel Help

7. This window please choose **POP or IMAP** option and click Next

Add Account

Choose Your Account Type

☐ **Microsoft 365**
Automatic setup for Microsoft 365 accounts
Email Address:
Example: ellen@contoso.com

☒ **POP or IMAP**
Advanced setup for POP or IMAP email accounts

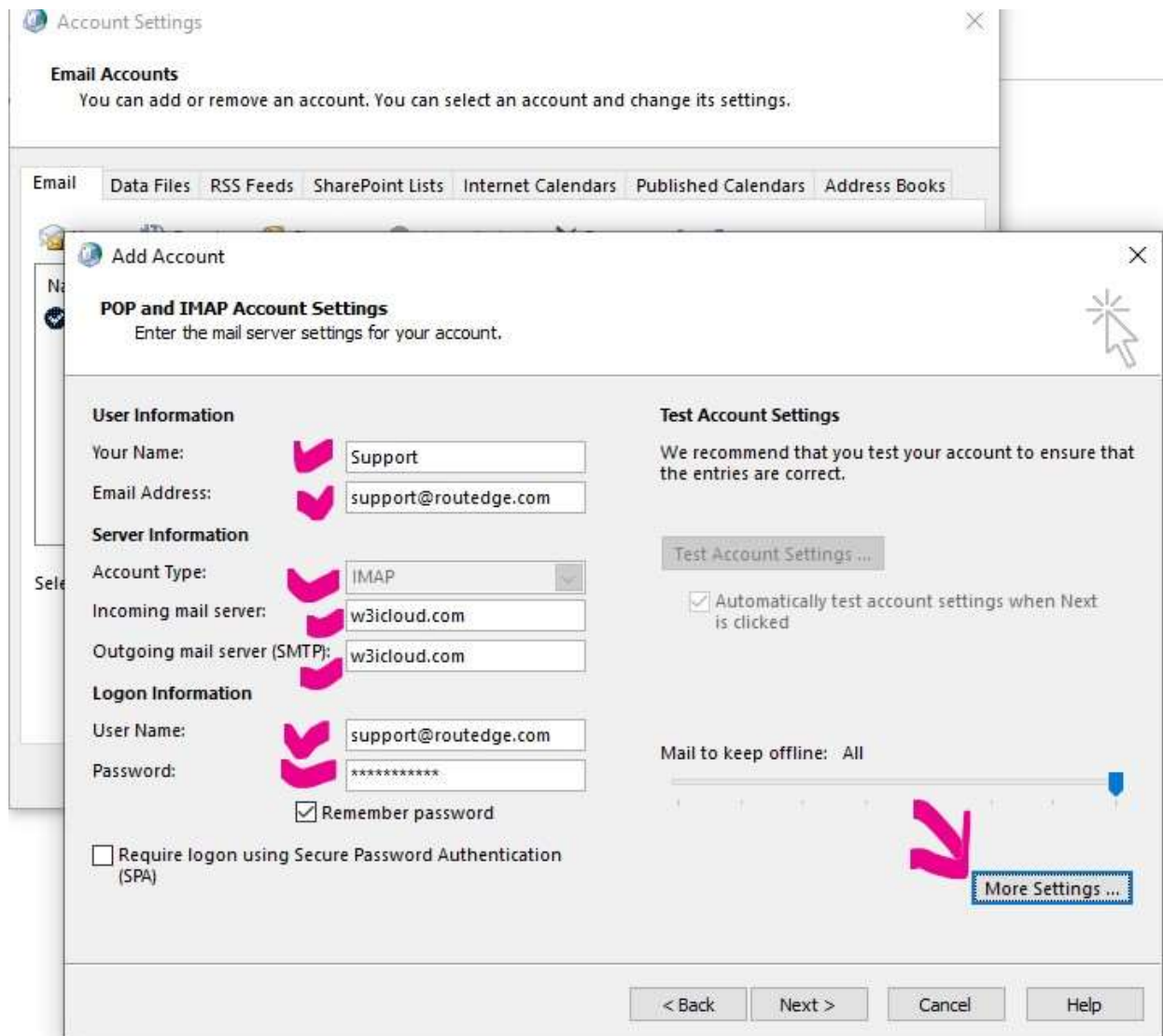
☐ **Exchange ActiveSync**
Advanced setup for services that use Exchange ActiveSync

< Back **Next >** Cancel Help

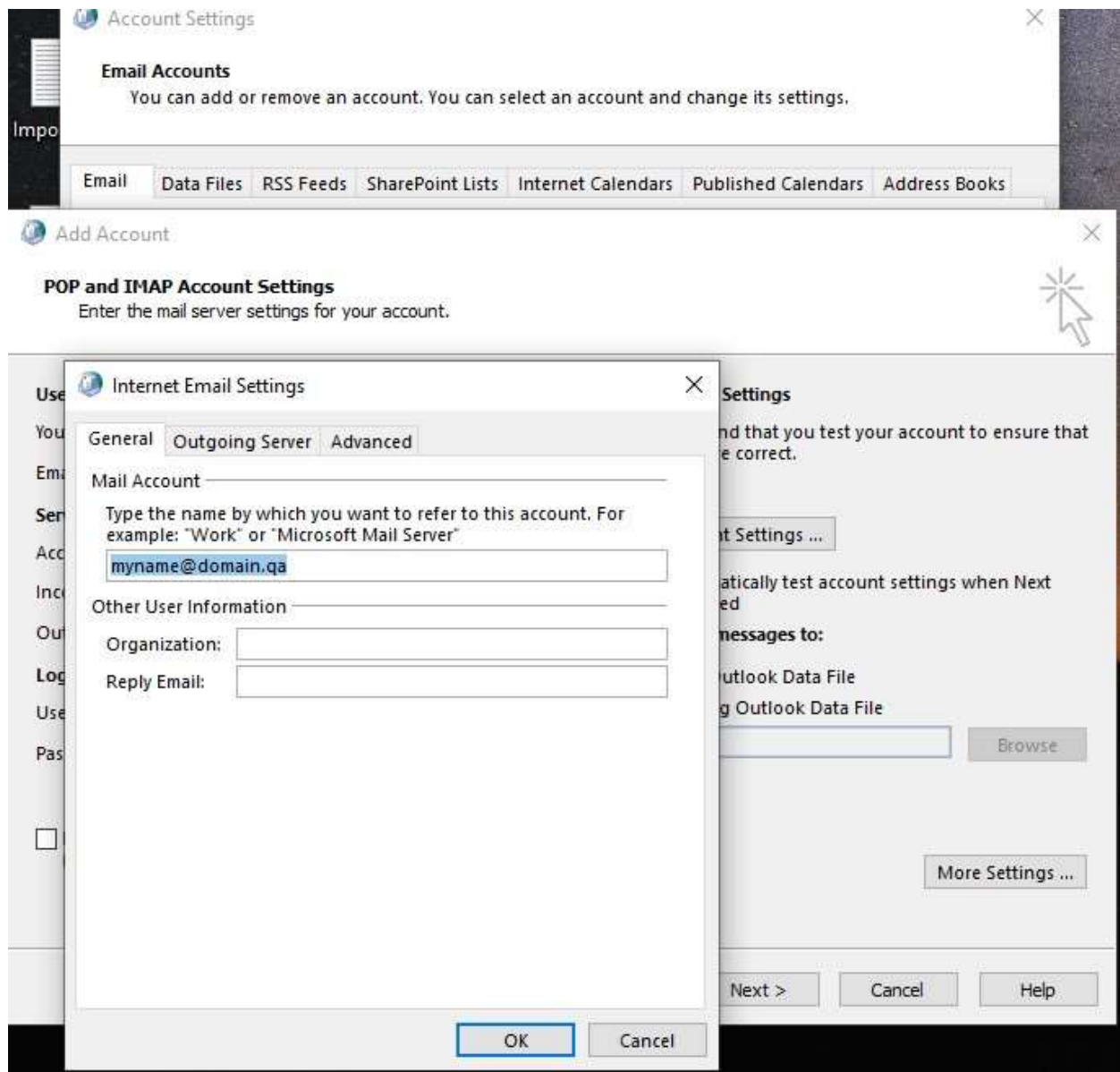
8. Please fill your email id and password details in the Account settings page

Incoming and outgoing mail server will be – **w3icloud.com**

**** Try to copy and paste your passwords without any empty space on left and right side and all Capital Small letters really matter here.**



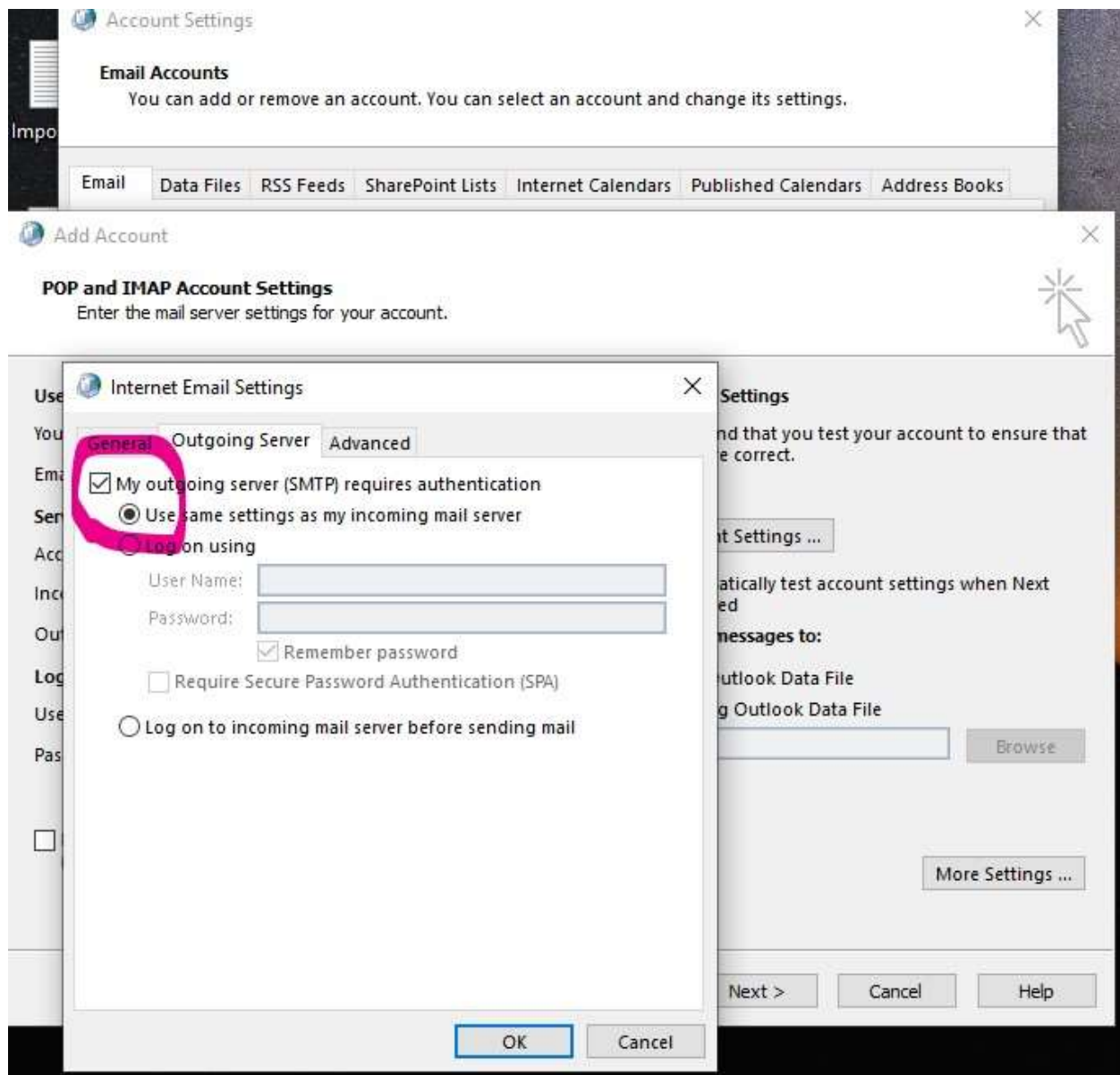
9. Click on More Settings, skip General section as it is



10. Tick to select Outgoing Server section as

My Outgoing Server SMTP requires Authentication,

This is most important for sending emails



11. Click Advanced

Make sure that all settings as below for secured email sending, then click "OK"

Email Accounts

You can add or remove an account. You can select an account and change its settings.

Email | Data Files | RSS Feeds | SharePoint Lists | Internet Calendars | Published Calendars | Address

Add Account:

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information | **Internet Email Settings** | Test Account Settings

General | Outgoing Server | **Advanced**

Server Port Numbers

Incoming server (IMAP): 993 Use Defaults

Use the following type of encrypted connection: SSL/TLS

Outgoing server (SMTP): 465

Use the following type of encrypted connection: SSL/TLS

Server Timeouts

Short Long 1 minute

Folders

Root folder path:

Sent Items

☐ Do not save copies of sent items

Deleted Items

☐ Mark items for deletion but do not move them automatically
Items marked for deletion will be permanently deleted when the items in the mailbox are purged.

☒ Purge items when switching folders while online

OK Cancel

12. Click “Next” to verify settings

The screenshot shows the 'Add Account' dialog box in Outlook, specifically the 'POP and IMAP Account Settings' tab. The dialog is titled 'Add Account' and has a close button (X) in the top right corner. Below the title bar, there's a section for 'Email Accounts' with a description: 'You can add or remove an account. You can select an account and change its settings.' Below this, there's a tabbed interface with 'Email' selected, and other tabs like 'Data Files', 'RSS Feeds', 'SharePoint Lists', 'Internet Calendars', 'Published Calendars', and 'Address Books'.

The 'POP and IMAP Account Settings' section is active, with the instruction: 'Enter the mail server settings for your account.' The settings are organized into three main sections:

- User Information:**
 - Your Name:
 - Email Address:
- Server Information:**
 - Account Type: (dropdown menu)
 - Incoming mail server:
 - Outgoing mail server (SMTP):
- Logon Information:**
 - User Name:
 - Password:
 - ☒ Remember password
 - ☐ Require logon using Secure Password Authentication (SPA)

On the right side, there's a 'Test Account Settings' section with the text: 'We recommend that you test your account to ensure that the entries are correct.' Below this is a 'Test Account Settings ...' button and a checkbox labeled 'Automatically test account settings when Next is clicked' which is checked.

Below the test settings, there's a 'Mail to keep offline' section with a slider set to 'All' and a 'More Settings ...' button.

At the bottom of the dialog, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'. The 'Next >' button is highlighted with a red checkmark, indicating the next step in the process.

13. If you are getting a **Completed Status** like below then all well and you can add **more email-id's** same way.

